

Indiana Dietitians Certification Board

A compilation of the Indiana Code and Indiana Administrative Code

2013 Edition



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INDIANA DIETITIANS CERTIFICATION BOARD

January 2013 Edition

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INDIANA CODE § 25-14.5

ARTICLE 14.5 Dietitians

INDIANA CODE § 25-14.5-1

Chapter 1. Definitions

IC 25-14.5-1-1 Applicability of definitions

Sec. 1. The definitions in this chapter apply throughout this article.

IC 25-14.5-1-2 “Board”

Sec. 2. "Board" refers to the Indiana dietitians certification board established by IC 25-14.5-2-1.

IC 25-14.5-1-3 “Agency”

Sec. 3. "Agency" refers to the Indiana professional licensing agency established by IC 25-1-5-3.

IC 25-14.5-1-4 “Certified dietitian”

Sec. 4. "Certified dietitian" refers to a person certified under this article to practice dietetics. Activities of a certified dietitian do not include the medical differential diagnoses of the health status

IC 25-14.5-1-5 “Commission on dietetic registration”

Sec. 5. "Commission on dietetic registration" refers to the Commission on Dietetic Registration that is:

- (1) a national certifying agency for voluntary professional credentialing in dietetics; and
- (2) a member of the national commission for health certifying agencies.

IC 25-14.5-1-6 “Degree”

Sec. 6. "Degree" means a degree received from a college or university that:

- (1) was located in the United States; and
 - (2) was regionally accredited;
- at the time the degree was conferred.

IC 25-14.5-1-7 “Dietetics”

Sec. 7. "Dietetics" means the integration and application of principles derived from the science of food and nutrition to provide for all aspects of nutrition therapy for individuals and groups, including nutrition therapy services (as defined in section 12 of this chapter) and medical nutrition therapy (as defined in section 9 of this chapter).

IC 25-14.5-1-8 “Examination”

Sec. 8. "Examination" means an examination for the certification of dietitians used or approved by the board. The examination may be created by the board, created by a person as determined by and approved by the board, or created in part by the board and in part by a person or entity other than the board.

IC 25-14.5-1-9 “Medical nutrition therapy”

Sec. 9. "Medical nutrition therapy" means the component of nutrition therapy that concerns:

- (1) determining and recommending nutrient needs based on nutritional assessment and medical problems relative to medically prescribed diets, including:
 - (A) tube feedings;
 - (B) specialized intravenous solutions; and
 - (C) specialized oral feedings;
- (2) interactions of prescription drugs with food and nutrients; or
- (3) developing and managing food services operations that have the chief function of providing nutrition therapy services and providing medically prescribed diets.

IC 25-14.5-1-10 “Medically prescribed diet”

Sec. 10. "Medically prescribed diet" means a diet that is:

- (1) prescribed when specific food or nutrient levels need to be monitored or altered, or both, as a component of a treatment regimen for an individual whose health status is impaired or at risk due to disease, injury, or surgery; and
- (2) performed as initiated by or in consultation with a physician licensed to practice medicine in Indiana.

IC 25-14.5-1-11 “National commission for health certifying agencies”

Sec. 11. "National commission for health certifying agencies" refers to the national organization that:

- (1) established national standards for certifying bodies that attest to the competence of individuals who participate in the health care delivery system;
- (2) grants recognition to certifying bodies that voluntarily apply and meet the established standards; and
- (3) monitors the adherence to those standards by the certifying bodies that the national commission for health certifying agencies has recognized.

IC 25-14.5-1-12 “Nutrition therapy services”

Sec. 12. (a) "Nutrition therapy services" means the following services that are directed toward humans:

- (1) Assessing the nutritional needs of individuals and groups, considering the resources and constraints in the practice setting.
 - (2) Establishing priorities, goals, and objectives for therapy that meet nutritional needs of individuals and groups and that are consistent with available resources and constraints.
 - (3) Providing nutrition counseling in health and disease.
 - (4) Developing, implementing, and managing:
 - (A) nutrition therapy of; and
 - (B) food service systems for; individuals and groups.
 - (5) Maintaining appropriate standards of quality in food and nutrition therapy services for individuals and groups.
- (b) The term does not include the retail sale of food products or vitamins.

IC 25-14.5-1-13 “Practice experience”

Sec. 13. "Practice experience" means a preprofessional, documented, supervised practice in dietetics services that is acceptable to the board in compliance with requirements for certification. It may be or may include a documented, supervised practice experience that is a component of the educational requirements for certification.

IC 25-14.5-1-14 "Practice of dietetics"

Sec. 14. "Practice of dietetics" means the integration and application of the principles derived from the sciences of nutrition, biochemistry, food, physiology, management, and behavioral and social sciences to achieve and maintain people's health through the provision of nutrition therapy services.

INDIANA CODE § 25-14.5

ARTICLE 14.5 Dietitians

INDIANA CODE § 25-14.5-2

Chapter 2. Indiana Dietitians Certification Board

IC 25-14.5-2-1 Establishment

Sec. 1. The Indiana dietitians certification board is established.

IC 25-14.5-2-2 Membership

Sec. 2. The board consists of seven (7) members appointed by the governor as follows:

- (1) Four (4) members who are certified under this article and currently provide and have provided services in the practice of dietetics in Indiana for a minimum of three (3) years.
- (2) One (1) member who is a physician licensed under IC 25-22.5.
- (3) One (1) member who is a registered nurse licensed under IC 25-23.
- (4) One (1) member representing the public who is a resident of Indiana and has never been associated with dietetics in any way other than as a consumer.

IC 25-14.5-2-3 Terms

Sec. 3. (a) Except as provided in subsection (b), the term of office for each member of the board is three (3) years.

(b) A member shall hold office until a successor has been appointed.

IC 25-14.5-2-4 Vacancies

Sec. 4. A vacancy on the board shall be filled for the unexpired term in the same manner as the original appointment.

IC 25-14.5-2-5 Adoption of rules

Sec. 5. (a) The board shall adopt rules under IC 4-22-2 establishing standards for:

- (1) professional responsibility or a code of ethics for the profession of dietetics;
- (2) applicant qualifications of a certified dietitian;
- (3) the administration of this article;
- (4) the number of hours of continuing education needed for renewal of certification and the procedures for approving continuing education courses and programs; and
- (5) establishing fees under IC 25-1-8-2 as described in subsection (b).

(b) The board shall establish, charge, and collect fees under IC 25-1-8-2 for:

- (1) the filing of an application for a certificate under this article;
- (2) the original issuance of a certificate under this article;
- (3) a renewal of a certificate issued in accordance with this article;
- (4) the replacement of a certificate or renewal certificate lost or

destroyed; and

(5) any other purposes prescribed by IC 25-1-8-2.

IC 25-14.5-2-6 Meetings; quorum; secretary

Sec. 6. (a) The board shall hold meetings as follows:

(1) A meeting for the purpose of organization must be held not more than thirty (30) days after the board members are appointed.

(2) The board shall hold at least two (2) regular meetings each calendar year. At the first regular meeting each year, the board shall elect a chairperson and vice chairperson.

(3) Special meetings may be held at the discretion of the chairperson.

(4) Meetings may be held at such time as the board or chairperson shall determine.

(b) A quorum of the board consists of four (4) members.

(c) A secretary of the board shall be elected by the board and shall hold office at the pleasure of the board.

IC 25-14.5-2-7 Compensation

Sec. 7. (a) Each member of the board who is not a state employee is entitled to the minimum salary per diem provided by IC 4-10-11-2.1(b). The member is also entitled to reimbursement for traveling expenses as provided under IC 4-13-1-4 and other expenses actually incurred in connection with the member's duties as provided in the state policies and procedures established by the Indiana department of administration and approved by the budget agency.

(b) Each member of the board who is a state employee is entitled to reimbursement for traveling expenses as provided under IC 4-13-1-4 and other expenses actually incurred in connection with the member's duties as provided in the state policies and procedures established by the Indiana department of administration and approved by the budget agency.

INDIANA CODE § 25-14.5

ARTICLE 14.5 Dietitians

INDIANA CODE § 25-14.5-3

Chapter 3. Applicant Qualifications

IC 25-14.5-3-1 Educational requirements

Sec. 1. The board may require a person who applies for a certified dietitian certificate to have:

- (1) completed a major course of study in human nutrition, nutrition education, food and nutrition, and dietetics or food systems management; and
- (2) received a baccalaureate or higher degree from a regionally accredited college or university located in the United States or its territories.

IC 25-14.5-3-2 Validation of academic degrees

Sec. 2. The board may require a person who:

- (1) applies for a certificate as a certified dietitian; and
- (2) has obtained the person's education outside of the United States and its territories; to have the person's academic degree or degrees validated by an organization approved by the board. The validating organization must state that the degree is equivalent to a baccalaureate or master's degree conferred by a regionally accredited college or university located in the United States.

IC 25-14.5-3-3 Practice experience requirement

Sec. 3. The board may require a person who applies for a certificate as a certified dietitian to have completed a documented, supervised practice experience of not less than nine hundred (900) hours under the supervision of a certified dietitian or a registered dietitian.

INDIANA CODE § 25-14.5

ARTICLE 14.5 Dietitians

INDIANA CODE § 25-14.5-4

Chapter 4. Certification

IC 25-14.5-4-1 Qualifications

Sec. 1. To qualify for a certificate under this article, an individual must do the following:

- (1) Satisfy the requirements of IC 25-14.5-3.
- (2) Satisfactorily complete an application for certification, furnished by the board, in accordance with the rules adopted by the board. The application must be verified by the applicant and filed at least thirty (30) days before the administration of the examination.
- (3) Pay the application, examination, and certification fees established by the board.
- (4) Except to the extent that section 4 of this chapter applies, successfully pass the qualifying examination adopted by the board as described in IC 25-14.5-5.

IC 25-14.5-4-2 Issuance of certificate

Sec. 2. Except as provided in section 3 of this chapter, the board shall issue a certificate to an individual who:

- (1) meets the conditions set forth in section 1 of this chapter; and
- (2) is otherwise qualified for certification under this article.

IC 25-14.5-4-3 Refusal to issue certificate

Sec. 3. The board may refuse to issue a certificate to an applicant for certification under section 2 of this chapter if:

- (1) the applicant has been disciplined by an administrative agency in another state or jurisdiction, and the board determines that the violation for which the applicant was disciplined has a direct bearing on the applicant's ability to practice competently in Indiana; or
- (2) the applicant has been convicted of:
 - (A) an act that would constitute a ground for disciplinary sanction under IC 25-1-9; or
 - (B) a crime that has a direct bearing on the applicant's ability to practice competently.

IC 25-14.5-4-4 Reciprocity; failure of examination; application fee

Sec. 4. (a) Except as provided in subsection (b), the board may issue a certificate to an applicant for certification if the applicant presents evidence that the applicant has been issued a certificate in a state that has requirements for certification that are, by the board's determination, equivalent to the requirements for certification in Indiana. An applicant applying for a certificate under this subsection is not required to take an examination given by the board under IC 25-14.5-5.

- (b) The board may refuse to issue a certificate under subsection (a) if the

applicant has failed an examination given by the board under IC 25-14.5-5.

(c) The fee an applicant for certification must pay for a certificate issued under subsection (a) shall be set by the board under IC 25-14.5-2-5.

IC 25-14.5-4-5 Effectiveness

Sec. 5. All certificates shall be effective when issued by the board.

IC 25-14.5-4-6 Display of certificate

Sec. 6. (a) A certified dietitian must display the certificate in a conspicuous part of the office in which the certified dietitian practices nutrition therapy services.

(b) Whenever practicing the profession of dietetics outside of or away from the office or place of business, the certified dietitian shall make available to each patient the certified dietitian's name, office address, and the number of the certificate.

INDIANA CODE § 25-14.5

ARTICLE 14.5 Dietitians

INDIANA CODE § 25-14.5-5

Chapter 5. Examinations

IC 25-14.5-5-1 Conduct of examinations

Sec. 1. (a) The board may conduct examinations under IC 25-14.5-4-1(4) in a manner prescribed by the board.

(b) The board may conduct any part of the examinations through a person other than the agency that is approved by the board. The agency may conduct any part of the examinations when so designated by the board.

IC 25-14.5-5-2 Location and time of examinations

Sec. 2. The board shall determine:

- (1) a date and time when;
- (2) a location in Indiana where; and
- (3) the supervision under which;
applicants for certification shall be examined.

IC 25-14.5-5-3 Frequency of examinations

Sec. 3. Examinations shall be given at least two (2) times each year.

IC 25-14.5-5-4 Notice of examinations

Sec. 4. (a) The board shall give notice at least sixty (60) days before the administration of each examination in a manner the board considers appropriate.

(b) The board shall notify each applicant for certification of the time and place of the administration of the first examination for which the applicant is eligible to sit.

INDIANA CODE § 25-14.5

ARTICLE 14.5 Dietitians

INDIANA CODE § 25-14.5-6

Chapter 6. Certificate Renewal

IC 25-14.5-6-1 Expiration of certificate

- Sec. 1. (a) A certificate issued by the board expires on a date established by the agency under IC 25-1-5-4 in the next even-numbered year following the year in which the certificate was issued.
- (b) An individual may renew a certificate by paying a renewal fee on or before the expiration date of the certificate.
- (c) If an individual fails to pay a renewal fee on or before the expiration date of a certificate, the certificate becomes invalid.

IC 25-14.5-6-2 Renewal of certificate

- Sec. 2. A certified dietitian may renew a certificate by:
- (1) paying a renewal fee as set by the board; and
 - (2) subject to IC 25-1-4-3, providing a sworn statement attesting that the certified dietitian has completed the continuing education required by the board.

IC 25-14.5-6-3 Application for renewal

- Sec. 3. (a) The board shall mail an application for renewal to a certified dietitian at least sixty (60) days before the date on which the certified dietitian's certificate expires.
- (b) The application must be mailed to the certified dietitian's most recent address as it appears on the record of the board.
- (c) A certified dietitian filing for renewal of a certificate must:
- (1) satisfactorily complete the renewal application;
 - (2) return the application to the board; and
 - (3) submit to the board the required renewal fee; before expiration of the certified dietitian's current certificate.
- (d) Upon receipt of the application and fee submitted under subsection (c), the board shall:
- (1) verify the accuracy of the application;
 - (2) determine whether the continuing education requirement has been met; and
 - (3) verify that all other requirements under this article have been met.
- (e) When the board is satisfied that all conditions under subsection (d) have been met, the board shall issue to the applicant a notice of certificate renewal that shall be valid for two (2) years.

IC 25-14.5-6-4 Reinstatement of certificate

- Sec. 4. (a) A certificate may be reinstated by the board not later than three (3) years after

its expiration if the applicant for reinstatement meets the requirements under IC 25-1-8-6(c).

- (b) A certificate that has been expired for more than three (3) years may be reinstated by the board if the holder of the certificate satisfies the requirements for reinstatement under IC 25-1-8-6(d).

IC 25-14.5-6-5 Repealed

IC 25-14.5-6-6 Inactive certificate

- Sec. 6. (a) The board may classify a certificate as inactive if the board receives written notification from a certified dietitian stating that the certified dietitian will not maintain an office or practice dietetics in Indiana.
- (b) The renewal fee for an inactive certificate must be one-half (1/2) the certificate renewal fee set by the board under IC 25-14.5-2-5(b)(3).
 - (c) The holder of an inactive certificate is not required to fulfill continuing education requirements set by the board.

IC 25-14.5-6-7 Issuance of certificate to holder of inactive certificate

- Sec. 7. The board may issue a certificate to the holder of an inactive certificate under section 6 of this chapter if the applicant meets the requirements under IC 25-1-8-6.

INDIANA CODE § 25-14.5

ARTICLE 14.5 Dietitians

INDIANA CODE § 25-14.5-7

Chapter 7. Unlawful Practices

IC 25-14.5-7-1 Prohibitions

Sec. 1. Except as provided in section 3 of this chapter, an individual who is not certified under this article may not:

- (1) profess to be a certified dietitian; or
- (2) imply by words or letters such as "CD" that the individual is a certified dietitian.

IC 25-14.5-7-2 Penalty

Sec. 2. A person who violates a provision of this article commits a Class A misdemeanor.

IC 25-14.5-7-3 Use of title “registered dietitian” or designation “RD”; disseminating information to public; direct third-party reimbursement

Sec. 3. (a) A dietitian registered by the commission on dietetic registration may use the title "registered dietitian" and the designation "RD" but may not profess to be a certified dietitian when practicing dietetics in Indiana without being certified by the board.

- (b) Nothing in this article may be construed to prohibit or limit any person from:
 - (1) disseminating free information;
 - (2) conducting a class or seminar; or
 - (3) giving a speech related to nutrition.
- (c) Nothing in this article may be construed to require direct third-party reimbursement to persons certified under this article.

INDIANA Administrative Code

ARTICLE 1 Dietitians; Certifications

Rule 1. Definitions (Expired)

(Expired under IC 4-22-2.5, effective January 1, 2011.)

Rule 2. Certification; Education; Renewal; Continuing Education

830 IAC 1-2-1 Application procedures and qualifications

Authority: IC 25-14.5-2-5

Affected: IC 25-14.5-4-1

Sec. 1. (a) An applicant for certification as a dietitian shall make application therefore in writing on forms provided by the board and shall furnish evidence satisfactory to the board that the qualifying requirements have been met as provided for in IC 25-14.5-4-1 and this title.

(b) Applicants for certification must pass an exam administered under the auspices of the commission on dietetic registration.

(c) All applicants shall have completed a supervised dietetics practice experience of not less than nine hundred (900) clock hours under the supervision of a certified dietitian or registered dietitian.

(d) No application for certification will be considered until requested supporting documents and fees have been received by the board. *(Indiana Dietitians Certification Board; 830 IAC 1-2-1; filed Aug 15, 1997, 8:40 a.m.: 21 IR 108; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946; readopted filed Dec 1, 2009, 9:12 a.m.: 20091223-IR-830090776RFA)*

830 IAC 1-2-2 Replacement of certificates

Authority: IC 25-14.5-2-5

Affected: IC 25-14.5-2-5

Sec. 2. (a) All holders of certificates as a certified dietitian shall notify the board of any change of address or name in writing within fifteen (15) days of such changes.

(b) Before a replacement of a certificate or pocket card can be issued by the board by reason of a name change, notification of name changes must be received by the board along with a notarized copy of a marriage certificate, court decree evidencing such change, or Social Security card reflecting the new name. Replacements for lost, damaged, or stolen certificates or pocket cards shall be issued on written request to the board. Previously issued certificates and pocket cards shall be returned to the board. *(Indiana Dietitians Certification Board; 830 IAC 1-2-2; filed Aug 15, 1997, 8:40 a.m.: 21 IR 109; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946; readopted filed Dec 1, 2009, 9:12 a.m.: 20091223-IR-830090776RFA)*

830 IAC 1-2-3 Education and training

Authority: IC 25-14.5-2-5

Affected: IC 25-14.5-3-3

Sec. 3. (a) The board shall determine whether an applicant has complied with the minimum requirements that the person has received a baccalaureate or postbaccalaureate degree granted by a U. S. regionally accredited college or university.

(b) Applicants who have obtained their education outside of the United States and its territories must have their academic degree(s) validated as equivalent to the baccalaureate or master's degree conferred by a regionally accredited college or university in the United States by the CDR.

(c) The applicant shall provide a certified copy of their transcript from the college or university where they received their degree.

(d) An applicant shall have completed nine hundred (900) clock hours of dietetic experience as outlined in IC 25-14.5-3-3 to

be eligible for certification. Such supervised experience shall have been acquired through an ADA accredited or approved program

for dietitians, or one that is deemed equivalent by the board. (*Indiana Dietitians Certification Board; 830 IAC 1-2-3; filed Aug 15,*

1997, 8:40 a.m.: 21 IR 109; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946; readopted filed Dec 1, 2009, 9:12 a.m.: 20091223-

IR-830090776RFA)

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830 IAC 1-2-4 Certification renewal

Authority: IC 25-14.5-2-5

Affected: IC 25-14.5-5-1; IC 25-14.5-6

Sec. 4. (a) A certificate to practice as a certified dietitian will expire on December 31 of even-numbered years beginning in 1996.

(b) Applicants for renewal of certification shall pay a renewal fee as set out in 830 IAC 1-4-1(c).

(c) Applications for renewal shall be mailed to the last known address of the practitioner. Failure to receive the application for renewal shall not relieve the practitioner of the responsibility for renewing the certification by the renewal date.

(d) Applicants for renewal shall have completed approved continuing education during each two (2) year renewal period as

outlined in section 6 of this rule. (*Indiana Dietitians Certification Board; 830 IAC 1-2-4; filed Aug 15, 1997, 8:40 a.m.: 21 IR 109;*

errata filed Nov 25, 1997, 3:30 p.m.: 21 IR 1350; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946; readopted filed Dec 1, 2009,

9:12 a.m.: 20091223-IR-830090776RFA)

830 IAC 1-2-5 Abandoned application

Authority: IC 25-14.5-2-5

Affected: IC 25-14.5-4

Sec. 5. An application shall be deemed abandoned by the board if, after one (1) year from the date of filing, the requirements

for certification have not been completed and submitted to the board. (*Indiana Dietitians Certification Board; 830 IAC 1-2-5; filed*

Aug 15, 1997, 8:40 a.m.: 21 IR 109; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946; readopted filed Dec 1, 2009, 9:12 a.m.:

20091223-IR-830090776RFA)

830 IAC 1-2-6 Continuing education requirements for recertification

Authority: IC 25-14.5-2-5

Affected: IC 25-14.5-6

Sec. 6. (a) The amount of continuing education required for renewal of certificate is determined by the date on which the

applicant for renewal initially received the certificate as specified as follows:

(1) An applicant for renewal who initially received certification within twelve (12) months of the expiration date is not required

to complete a continuing education requirement.

(2) An applicant for renewal who initially received certification greater than twelve (12) months but less than twenty-four (24)

months prior to the expiration date must provide proof of at least fifteen (15) hours of continuing education. The fifteen (15)

hours of continuing education must be obtained subsequent to the date the applicant initially received certification but prior to the expiration date.

(3) An applicant for renewal who initially received certification more than twenty-four (24) months before the expiration date

must provide proof of at least thirty (30) hours of continuing education during the two (2) years immediately preceding renewal.

(b) The board shall determine which activities meet the continuing education requirements and may accept those courses

approved by the CDR for this purpose. Applicants will be subject to random audit and must be prepared to submit documentation

of completion of approved hours if requested by the board. (*Indiana Dietitians Certification Board; 830 IAC 1-2-6; filed Aug 15,*

1997, 8:40 a.m.: 21 IR 109; filed Mar 25, 1999, 4:35 p.m.: 22 IR 2529; readopted filed Jul 1, 2005, 3:00 p.m.: 28 IR 3662; readopted

filed Nov 22, 2011, 12:15 p.m.: 20111221-IR-830110367RFA)

Rule 3. Reciprocity

830 IAC 1-3-1 Reciprocity

Authority: IC 25-14.5-2-5

Affected: IC 25-14.5-4-4

Sec. 1. (a) Reciprocity shall be provided for certified or licensed dietitians from other states provided that the standards for

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certification or licensure in that state are equivalent to those provided for in Indiana law and these regulations as determined by the board.

(b) The applicant shall complete the board approved application, submit the required documentation, and pay the applicable fees. (*Indiana Dietitians Certification Board; 830 IAC 1-3-1; filed Aug 15, 1997, 8:40 a.m.: 21 IR 109; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946; readopted filed Dec 1, 2009, 9:12 a.m.: 20091223-IR-830090776RFA*)

Rule 4. Fees

830 IAC 1-4-1 Fees

Authority: IC 25-14.5-2-5

Affected: IC 25-14.5-4-1; IC 25-14.5-4-4; IC 25-14.5-6

Sec. 1. (a) The application fee for certification to practice as a certified dietitian is twenty dollars (\$20), plus the applicant's cost of purchasing the examination, payable to the examination service.

(b) The fee for a duplicate wall certificate is ten dollars (\$10).

(c) The fee for renewal of the certificate to practice is twenty dollars (\$20).

(d) The penalty fee for renewal of a certificate that has been expired for not more than three (3) years is ten dollars (\$10), in addition to payment of all past due renewal fees.

(e) All application fees are nonrefundable. (*Indiana Dietitians Certification Board; 830 IAC 1-4-1; filed Aug 15, 1997, 8:40 a.m.: 21 IR 109; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946; readopted filed Dec 1, 2009, 9:12 a.m.: 20091223-IR-830090776RFA*)

Rule 5. Code of Ethics

830 IAC 1-5-1 Code of ethics

Authority: IC 25-14.5-2-5

Affected: IC 25-14.5

Sec. 1. A certified dietitian, in the conduct of his or her profession, shall abide by the following code of ethics:

(1) The certified dietitian shall provide professional service with objectivity and with respect for the unique needs and values of an individual.

(A) The certified dietitian shall avoid discrimination on the basis of factors that are irrelevant to the provision of professional services, including, but not limited to, race, creed, gender, age, or handicap.

(B) The certified dietitian shall provide sufficient information to enable a client to make an informed decision.

(2) The certified dietitian shall accurately present professional qualifications and credentials. The certified dietitian shall permit the use of that certified dietitian's name for the purpose of certifying that dietetic services have been rendered only if the certified dietitian has provided or supervised those services.

(3) The certified dietitian shall remain free of conflict of interest while fulfilling the objectives and maintaining the integrity

of the dietetic profession. The certified dietitian shall advance and promote the profession while maintaining professional judgment, honesty, integrity, loyalty, confidentiality, and trust to colleagues, clients, and the public.

(4) The certified dietitian shall promote or endorse products only in a manner that is true and not misleading.

(5) The certified dietitian shall assume responsibility and accountability for personal competence in practice.

(A) The certified dietitian shall establish performance criteria, compare actual performance with expected performance, document results, and take appropriate action.

(B) The certified dietitian shall develop, implement, and evaluate an individual plan for practice based on assessment of consumer needs, current knowledge, and clinical experience.

(C) The certified dietitian shall generate, interpret, and use research to enhance dietetic practice.

(D) The certified dietitian shall identify, monitor, analyze, and justify the use of resources.

(6) The certified dietitian shall maintain knowledge and skills required for continued professional competence.

(7) The certified dietitian shall engage in life-long self-development to improve knowledge and skills.

(8) The certified dietitian shall recognize the limits of the certified dietitian's qualifications and seek counsel or make referrals

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as appropriate.

(9) The certified dietitian shall adhere to acceptable standards for that certified dietitian's area of practice.

(10) The certified dietitian shall comply with all laws and regulations concerning the profession.

(11) The certified dietitian shall present substantiated information and interpret controversial information without personal

bias, recognizing that a legitimate difference of opinion may exist.

(12) The certified dietitian shall maintain the confidentiality of information consistent with legal obligations.

(13) The certified dietitian shall conduct all practices with honesty, integrity, and fairness.

(14) The certified dietitian shall make and fulfill professional commitments in good faith.

(15) The certified dietitian shall inform the public and colleagues of services by use of factual information. The certified

dietitian shall not advertise in a misleading manner.

(16) The certified dietitian shall make reasonable efforts to avoid bias in any kind of professional evaluation.

(Indiana Dietitians Certification Board; 830 IAC 1-5-1; filed Aug 15, 1997, 8:40 a.m.: 21 IR 110; errata filed Nov 25, 1997, 3:30

p.m.: 21 IR 1350; readopted filed Oct 31, 2003, 3:45 p.m.: 27 IR 946; readopted filed Dec 1, 2009, 9:12 a.m.: 20091223-IR-

830090776RFA)

Non-Code Provision under Public Law 206-2005

P.L. 206-2005, SECTION 16

(a) The rules adopted by the health professions bureau before July 1, 2005, and in effect on June 30, 2005, shall be treated after June 30, 2005, as the rules of the Indiana professional licensing agency.

(b) On July 1, 2005, the Indiana professional licensing agency becomes the owner of all of the property of the health professions bureau. An appropriation made to the health professions bureau shall be treated after June 30, 2005, as an appropriation to the Indiana professional licensing agency.

(c) Any reference in a law, a rule, a license, a registration, a certification, or an agreement to the health professions bureau shall be treated after June 30, 2005, as a reference to the Indiana professional licensing agency.

Non-Code Provision under Public Law 177-2009

P.L. 177-2009, SECTION 66.

(a) As used in this SECTION, "board" means a board, commission, or committee.

(b) As used in this SECTION, "committee" refers to the professional licensing study committee established under this SECTION.

(c) The professional licensing study committee is established.

(d) The committee shall do the following:

(1) Study all of the boards that regulate occupations or professions under the Indiana professional licensing agency or the state department of health.

(2) Make recommendations concerning any changes that should be made to a board described under subdivision (1) or the regulation of a profession or occupation by a board described under subdivision (1), including the following recommendations:

(A) Eliminating the board.

(B) Having the board continue regulating the profession or occupation in the same manner that the profession or occupation is currently regulated by the board.

(C) Requiring registration of a profession or occupation through the electronic registry of professions under IC 25-1-5.5, as added by this act.

(D) Requiring national certification or registration of a profession or occupation.

(E) Restructuring the board.

(F) Merging two (2) or more boards.

(e) The committee shall operate under the policies governing study committees adopted by the legislative council.

(f) Before November 1, 2009, the committee shall issue a final report to the legislative council containing the findings and recommendations of the committee.

(g) This SECTION expires December 31, 2009.

Criminal Background Check Instructions

Please wait for the Email notice. Do not submit to a criminal background check until you receive an email notifying you that the board has received your application. A criminal background check (CBC) completed prior to the submission of an application for licensure will not be considered valid. An application is not considered “received” until it is manually entered into the IPLA licensing system by board staff. An email is sent out notifying you that the application is in our system and you are eligible for the CBC. If an application is not received before scheduling a CBC, the applicant will be required to submit to another check resulting in additional fees. As stated, you will receive an email from your board notifying you that you are eligible for the CBC.

Fingerprint rejections may lead to delay. If your fingerprints are rejected two (2) times by the FBI, you will be required to submit a written verification to complete your criminal background check. This written verification process can take up to six (6) weeks or longer to complete once the written verification form is received. Fingerprint rejections occur for different reasons including the prolonged use of hand sanitizer and the wearing of latex gloves. IPLA does not conduct or administer the criminal background checks and cannot assist you with expediting the process.

Follow the simple steps outlined below to complete the fingerprinting process (for a printable PDF of these instructions, [click here](#)):

1. Once you receive the email from the board notifying you that your application has been received, go to <http://www.L1enrollment.com> and choose Indiana.
2. If you do not have access to the internet, you may call L1/Morpho toll-free at (877) 472-6917 to schedule an appointment. If you call, you will be asked for demographic and personal information instead of completing these steps yourself.
3. Click Online Scheduling and choose the language you wish to use for scheduling (English or Spanish).
4. Enter your first and last name and click “go”.
5. Choose your Agency Name Professional Licensing Agency and click “go”.
6. Choose the correct Applicant Category for your license type and click “go”.
7. Select the location where you want to be fingerprinted. You may choose a region of the state, by clicking on the map, or entering a zip code to view a list of locations in a specific area. Press “go”.
8. Click on the words “Click to Schedule” across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the “Next Week>>” link to display more dates. Once you select the location/date combination, select the time for your appointment and click “go”.
9. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, click “Send Information”.

10. Confirm the information by following the on screen directions to make any changes necessary. Once you review and verify the data is correct, click “Send Information”.
11. Complete your payment process and click “Send Payment Information”.
12. Print your confirmation page. If you provided an email address, you will receive an email confirmation as well.
13. Bring one (1) of the following with you to your fingerprinting appointment:

- valid driver license;
- valid state issued identification card;
- valid passport;
- student identification card with picture and date of birth (DOB);
- work identification card with picture and DOB; or
- valid alien identification card with picture and DOB.

If you do not have the above identification, you will need **both** a valid birth certificate and a social security card.

14. Arrive at the facility at your appointed date and time.
15. The enrollment officer at the site will check your ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
16. You will receive a signed receipt at the end of your fingerprinting session, which can be provided to your agency for proof of fingerprinting, if needed.
17. All results will be processed and delivered to the Indiana Professional Licensing Agency. L-1 is never in possession of criminal record data results.